

**JOB ANNOUNCEMENT
COMPETITION NOTICE**

**U.S. DEPARTMENT OF LABOR
An Equal Opportunity Employer**

Position: Accountant, GS-0510-07	Announcement No: DEU-97-17
	Opening Date: 07/15/97
	Closing Date: 07/28/97
Salary Range: \$27,402 pa - 34,656 pa	Number of Vacancies: One
	Bargaining Unit: Local 12
Organizational/Geographic Location: Bureau of Labor Statistics Washington, DC	Promotion Potential: GS-11
	Civil Service Status Required: * Yes__ No <u>X</u>
	Career/Career Conditional
	Full-time Position: Yes
Duty Station: Washington, DC	Area of Consideration: All sources (Status & Non-Status may apply)

*Applications will also be accepted from noncompetitive status persons within the area of consideration who meet the requirements of certain excepted appointment authorities such as VRA, physically handicapped, 30 percent or more disabled veterans, or mentally retarded.

Position Duties and Responsibilities:

Assist in developing and implementing controls and procedures in processing BLS financial accounting data, vendor payment data and payroll documents and accounting data. Process obligations, expenditures, and journal vouchers in the Department's Automated accounting system-DOLAR\$. Ensure that all transactions are properly processed and that totals agree with predetermined control totals. R and analyze computerized ledgers and source documents to ensure that effective controls are maintained to assure accuracy and complete Audit, reconcile and analyze financial transactions on the detail fund reports. Prepare appropriate documentation and coding required to effect correct accounting entries in the computerized accounting system.

Qualification Requirements:(Applicants must meet qualification, legal, and regulatory requirements for the position by closing date of this vacancy announcement.)

Candidates must have a bachelor's degree in accounting or in related field such as business administration, finance, or public administration includes or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. In addition, candidates must mee**Superior Academic Achievement**at the bachelor's level as evidenced by:

- standing in the upper third of your college class or major university division; OR*
- possessing a grade point average of "B" (3.0 OR 2.95 rounded to 3.0 on a 4.0 scale) or its equivalent for all undergraduate course work, or for all courses taken during the last 2 years; OR*
- possessing a "B+" average (3.5 on a 4.0 scale) or its equivalent for all courses in your academic major for courses taken during the last 2 years; OR*
- having membership in one of the national honorary societies (other than freshman societies) accepted by the Association of College Honor Societies; OR*

One year of specialized experience in the performance of such tasks as: examining, analyzing, and interpreting accounting data, records or reports. OR

One full year of graduate level education.

I. CONDITIONS OF EMPLOYMENT

- A. You must be a U.S. Citizen (or owe allegiance to the U.S.) to be considered for this position.
- B. You must be at least 16 years of age.
- C. The following statements apply if checked:

- | | |
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| <input type="checkbox"/> Requires a security clearance | <input type="checkbox"/> Subject to frequent overtime |
| <input type="checkbox"/> Requires a medical examination | <input type="checkbox"/> Subject to frequent travel |
| <input type="checkbox"/> Subject to financial disclosure requirements | <input type="checkbox"/> Requires a valid drivers license |
| <input type="checkbox"/> Requires a supervisory/managerial probationary period | <input type="checkbox"/> Subject to geographic mobility |
| <input type="checkbox"/> if the requirement has not been met | <input type="checkbox"/> Subject to drug test prior to appointment |

II. BASIS OF RATING

Applicants who meet the qualification requirements will be rated on the basis of relevant experience, education, related volunteer experience, training, job related awards and the rating factors listed below. Eligible candidates will be further evaluated by using the narrative statement as the basis in determining the best qualified applicant. These rating factors are assigned values and defined by a crediting plan. This process will determine who will be referred to the selecting official. Applicants are encouraged to submit a supplemental statement addressing the following rating factors.

RATING FACTORS:

1. Knowledge of accounting principles, concepts and theories.
2. Knowledge of automated accounting and payroll system
3. Ability to organize, analyze, interpret and evaluate financial data.
4. Ability to apply legislation, principles of federal appropriation law, Comptroller General decisions and other reporting requirements.
5. Ability to communicate effectively orally.

III. HOW TO APPLY

You may submit an Optional Application for Federal Employment (OF-612), a resume **or** any other written format, including a Standard Form (SF) 171, you choose. Certain information is needed in order to evaluate your qualifications for the job; therefore, your application **must** contain the following information:

- Vacancy announcement number, title, series, grade for the job for which you are applying
 - Full legal name and mailing address
 - Social Security Number
 - Daytime and evening telephone numbers
 - For experiences most relevant to the position, include name of employer, complete dates of employment, job title, start and end dates, a description of your duties and responsibilities and hours worked per week for each job listed
 - Title, series and grade and dates of highest Federal civilian position held
 - For education, include name, city, and state of high school and colleges/universities attended as well as date of diploma or GED. Also include type and year of any degrees received and majors. If no degree, include total credits earned and indicate whether semester or quarter hours. Do not send transcripts unless checked below.
 - To receive credit for relevant training, list seminar/course titles, dates, number of hours and names of the institutions from which training was received.
 - Description of honors, awards, and special qualifications such as language skills, computer skills along with dates acquired, if relevant to position.
 - If applying for reinstatement or transfer, attach a copy of the appropriate SF-50, Notification of Personnel Action, which confirms your status.
 - Veterans Preference: If you served on active duty in the U.S. Military and were separated under honorable conditions, you may be eligible for veteran preference. To receive preference if your service began on or after October 15, 1976, you must have a Campaign Badge, Expeditionary Medal or a service connected disability.
- *To claim 5-point preference, attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty or other proof of eligibility.
- *To claim 10-point preference, attach an SF-15, Application for 10-point Veteran Preference, plus proof required by that form.

The following material is required if checked:

- ☒ -- Copy of college transcript.
- ☒ -- Supplemental statement addressing rating factors

Mail your application to, or secure forms or information from:

Bureau of Labor Statistics
Examining Unit, Room 4280
2 Massachusetts Avenue, N.E.
Washington, DC 20212-0001
ATTN: NICOLE TAYLOR (202) 606-6628
OR
TOLL FREE 1-800-827-5334

An incomplete application package may result in your being considered ineligible.

ADDITIONAL INFORMATION TO APPLICANTS

- All qualified candidates will receive consideration for this position without regard to race, color, religion, sex, age, national origin, disability, political affiliation, labor organization affiliation, marital status, or other non-merit factors.
- Male applicants born after December 31, 1959, must be registered with Selective Service System (or have an exemption) to be eligible for a Federal job.
- Use of postage paid government agency envelopes to file job applications is a violation of Federal law and regulation.
- Information submitted must be certified as accurate prior to appointment.
- See attached procedures for applying to ICTAP.

**DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE
INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP)**

Displaced Federal employee may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration you must:

1. Submit a copy of the appropriate documentation such as a RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees:
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a specific RIF separation notice; OR
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; OR
 3. Retired with a disability and whose disability annuity has been or is being terminated; OR
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; OR
 5. Retired under the discontinued service retirement option; OR
 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area. OR
 - B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. ~~This~~ be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.)
6. Be rated well-qualified for the position. Applicant is rated by the agency to be above minimally qualified candidates in accordance with the agency's specific selection process. To be rated above minimally qualified, ICTAP applicants must receive a rating of 87 and above.